

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

From
Dr. B. Janardhan Reddy, IAS.,
Commissioner & Director of
Municipal Administration,
A.C. Guards,
HYDERABAD.

To
All the Commissioners of ULBs in the State.
(List enclosed)

Lr.Roc.No.2556/2015/M1, Dated:08.09.2015

Sir / Madam,

Sub:- Property Tax - The entire data of property tax available on e-Suvidha application cleansed in all ULBs – Instructions – Issued.

Ref:- 1.This office Circular Roc.No.2556/2015-M1, Dated:04.04.2015.
2.This office Circular Roc.No.2556/2015-M1, Dated:02.09.2015.

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As you are aware that, the Property Tax collection in the ULBs is monitored through e-Suvidha application which is also integrated with all mee Seva centres to enable the Citizens to pay Property Tax through online system and avoid manual collection of Property Tax which is leading to misappropriation in some ULBs. Though it is mandatory that all assessments are to be entered in to the e-Suvidha application, it is noticed that, some of the ULBs are not entering the new assessments in the application, making duplicate entries of same assessment etc. The annual demand registers are not maintained in the ULBs and the demand is also not certified by the Municipal Commissioners, every year. As manual collections are still in practice in certain ULBs, the actual collections are not being properly updated on the e-Suvidha application. It is also been noticed in certain ULBs that the login IDs are given to data entry operators who are working on outsourcing basis and they are mishandling the e-Suvidha application. In view of the above, there is every need to cleanse the property tax data on e-Suvidha application to have a factual data. The review of property tax collection henceforth shall be based on e-Suvidha data only. In view of the above the following instructions are issued for strict compliance:-

1. The entire data of property tax available on e-Suvidha application shall be cleansed by identifying duplicate assessments, assessment covered by Court Cases, dismantled assessments, Central Government properties, State Government properties and exempted properties.
2. All the above assessments on e-Suvidha application shall be identified separately and arrived at exact collectable demand of the Municipality and same may be submitted to this office for rectification on e-Suvidha application with due justification with approval of Municipal Council (Revenue Officers / Revenue Inspectors are responsible for the completion and submission of proposal to the Commissioner & Director of Municipal Administration).
3. Henceforth, the demand mentioned in the e-Suvidha application shall be final.
4. In certain ULBs like Tandur though e-Suvidha application is available there is still manual collections by the Bill Collectors which shall be dispensed with in a phased manner and tax payers shall be motivated to pay property tax either in mee Seva Centres or through hand held machines or through online counters established in the Municipality. The same shall be followed in other ULBs also.

(PTO)

5. The Municipal Commissioners shall review and reconcile the daily collection of property tax through mee Seva centres, online counters of the Municipality, hand held machines collected by the Bill Collectors.
6. It is noticed that there are certain variations with regard to actual amount collected by the Bill Collector and amount posted on the e-Suvidha application. Such mal practices should be curtailed and dealt with scrupulously by initiating necessary disciplinary and criminal action against the persons responsible.
7. One responsible person in the cadre of the Revenue Officer/ Manager / Revenue Inspector / Accountant /Sharoff shall be designated for supervision of collections through mee Seva, online counters of the Municipality, hand held machines collected by the Bill Collectors everyday without fail and also they shall update the status during the Video Conference discussions.
8. The Municipal Commissioners shall be overall responsible for overseeing the above process and shall be responsible for any misappropriation of public money.

In view of the above, all the Municipal Commissioners shall follow the above instructions scrupulously and submit a report on data cleansing on the lines mentioned above by 05.10.2015 without fail. The R.Os., R.Is., and Bill Collectors shall be responsible for furnishing information on data cleansing and any deviation shall be viewed seriously.

The Regional Director-cum-Appellate Commissioner of Municipal Administration, Warangal and Hyderabad are instructed to monitor the above issue and ensure that e-Suvidha application is cleansed properly with factual data and randomly cross check the data furnished by the ULBs and complete the task by 10.10.2015 without fail.

Yours faithfully,
Sd/-B.JANARDHAN REDDY
COMMISSIONER & DIRECTOR

Copy to the Regional Director-cum-Appellate Commissioner of Municipal Administration, Warangal Hyderabad.

Copy to the Project Manager, e-Suvidha, Hyderabad.

Copy to the Mayors of Municipal Corporations and Chair Persons of Municipalities in the State.

//t.c.f.b.o.//

G. Uma Prakash
SUPERINTENDENT